



BAR CODE MEDICATION ADMINISTRATION (BCMA)

GUI USER MANUAL

Version 2.0
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Revision History

Any changes subsequent to the initial release of this manual are listed below. You should update the manual with the pages listed under the Revised Pages column. Pages listed under this column in parentheses are unchanged, but included for two-sided copying.

Date	Revised Pages	Patch Number	Description
08/02	Title Page, Revision History Page	PSB*2*1	<ul style="list-style-type: none">– Updated the Title Page and included this Revision History Page.– Renumbered the pages with Roman numerals to include the Revision History Page.
08/02	(7-23), 7-24	PSB*2*1	<ul style="list-style-type: none">– Updated the Missed Medications Report By Patient screen capture to reflect the “Order Num” column being moved on the report, to eliminate the order number being misinterpreted as a dosage for some medications.– These Chapter 7 Change Pages are included to ensure that the chapter is updated consistently.
05/02			Original Released GUI User Manual.

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Viewing and Printing BCMA Reports

Viewing/Printing a Missed Medications Report (cont.)



TIP:

You can type the information in the list boxes, or use the drop-down arrows to make your selection.



TIP:

See the section "Viewing/Printing a Due List Report" to see how a Ward Report by Room-Bed looks when printed.

To View/Print a Missed Medications Report: (cont.)

- 2 Use the **DOWN ARROW**, within the list boxes, to select the Date, and Start and Stop Times for the Missed Medications Report that you want to view on-screen or print.

Note: Clicking on the **DOWN ARROW** on the Date for Report list box displays a calendar. You can use the scroll arrows in the upper corners of the calendar to display a different month, and then click on a date to select it and close the calendar. Clicking inside the Start/Stop Time list boxes provide selections.

Keyboard Only Users: Use **TAB** to move among the different areas of the dialog box.

- 3 In the Print by area, click inside a Radio button to print the Missed Medications Report by Patient or by Ward.

Note: If you choose to print the Report by Ward/Room-Bed, make your selection from the list box provided. This Report lists information alphabetically by patient.

Keyboard Only Users: Use the **DOWN ARROW** to select the Ward Radio button, and a ward location from the drop-down list box.

- 4 Click **OK** to display the Missed Medications Report on-screen.
- 5 Perform one of the following actions:
 - Review the Missed Medications Report, and then click **CANCEL** to return to the patient's VDL.
 - Click **PRINT** to display the Printer dialog box. Proceed to step #6.

Keyboard Only Users: Use **TAB** to move among the **PRINT** and **CANCEL** buttons.

- 6 Select a printer from the drop-down list box that you want to use for outputting the Missed Medications Report. Then click **OK**. An Information message displays.

Note: The printer that you select becomes the "default" printer for *all* reports printed from BCMA.

- 7 Note the task number for your print job, and then click **OK** to return to the Patient Missed Medications dialog box. At the dialog box, click **CANCEL** to return to the patient's VDL.

